

**Job Description for the post of Caretaker**

**Responsible to: - The Headteacher**

**Salary Grade 2**

**Hours 37 hours per week**

 **Working hours will normally be:-**

 **6.30am – 10.30 am**

 **3.00pm – 6.30pm (6.00pm on a Friday)**

**Responsible for: Providing a warm, safe, clean and secure environment in which children and staff can work effectively.**

**Main Job Purpose**

To carry out a full range of duties to provide for high standards of cleanliness and general security and maintenance of school premises. To include handyperson activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Head Teacher.

**These are the main duties and responsibilities for the post of Caretaker at Langley Moor Primary School:**

Key Duties

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks (including play equipment)
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Monitor consumables and stock and order supplies, including cleaning, materials and arrange storage and distribution as required.
9. Undertake general porterage duties, including moving furniture and equipment within the school
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Clean designated areas in the school in accordance with the cleaning specification and regular cleaning of the school grounds.
13. To monitor usage of fuel, electricity, water and take meter readings as required.
14. To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction, to ensure pedestrian access and parent, pupil and safety in periods of severe weather conditions, treating main entrances, paths, car park and yard areas with salt/grit as appropriate.
15. Collect and dispose of waste
16. Refill and replace soap, towels and other consumables

Individuals in this role may also:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
2. Monitor the work of and manage cleaning staff
3. Facilitate lettings and carry out associated tasks, in line with local agreements
4. Handle small amounts of cash for the purchase of materials to carry out repairs